



Request for Adjunct, Temporary or Student Employee

Applicant Last Name _____ First Name _____ Middle Name or Initial _____

- Temporary
 Student
 Work Study*
 Adjunct (Hourly)
(PAN/Non-Cr Inst Input)
 Adjunct (All Other)
(Courses assigned CRN)

*Ankeny departments should contact Student Employment for assistance in hiring work study students

- This employee will:
- Have access to keys
 - Have access to cash or equipment
 - Have contact with children
 - Be expected to drive/operate a DMACC vehicle
 - Have access to confidential information (e.g. Banner, student and personnel files)

What level of supervision is provided for this position? (Please check the appropriate descriptive statement.)

- Closely supervised by a DMACC employee
- Moderate supervision (DMACC supervisor within sight)
- Minimal supervision (DMACC employee checks in and out with supervisor but does not work in the same area)

Supervisor/Authorized Signature Printed Name Ext # Date

Dept. Name or Campus _____ Timekeeper _____ Dept. Org. Code _____

For HR Use Only:

Result of Criminal Background Check: Was Employment Approved? Yes No _____
Date HR Initials

Date Sex Offender Check Completed _____ Date Data Entered into Banner _____

7. MAILING ADDRESS

Address _____

City _____ State _____ ZIP _____

County _____

8. TELEPHONE NUMBER(S)

____ Land Line - Area Code _____ Number _____

____ Cell - Area Code _____ Number _____

9. PERSONAL EMAIL ADDRESS *(optional, for Payroll use only)*

10. EMERGENCY CONTACT INFORMATION - If you would like to have a family member or friend contacted in the event of a medical emergency at work, please identify the contacts below.

Primary Contact

Name _____
(Last) (First) (MI)

Address _____

City _____ State _____ ZIP _____

Telephone Number _____ Extension _____

Secondary Contact

Name _____
(Last) (First) (MI)

Address _____

City _____ State _____ ZIP _____

Telephone Number _____ Extension _____

If any changes occur in the information you have provided, please contact the Human Resources Department to update the data.

EMPLOYEE SIGNATURE _____ DATE _____

(OVER)